



Occupant Emergency Plan

**Reporters Building
300 7th Street, SW
Washington, DC**

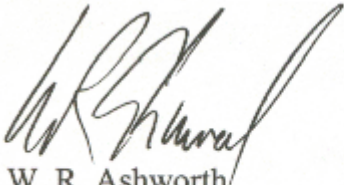
September 2002

FOREWORD

September 11th focused attention on public safety at every level. Nowhere is that either more evident or important than in our offices. There is a need for intervention to ensure that office workers are empowered to quickly and safely evacuate buildings during an emergency. Accordingly, we prepared a new and improved edition of the Occupant Emergency Plan (OEP).

We realize that a written plan, in and of itself, will not ensure the safe evacuation of the Reporters Building. We will organize training sessions for all those involved with evacuating this property. We will conduct "fire drills" to discern how well we implement the procedures in this document. We also rely heavily upon your input for improving this document. Each occupant of this building must assume responsibility for being prepared for a safe evacuation in an emergency. This OEP will be updated as required.

If you have ideas for enhancing our capabilities for safely evacuating this building, please call them to the attention of either Denise R. Hayes, Designated Official, or P. Ann Hair, Occupant Emergency Coordinator.



W. R. Ashworth
Director

Office of Procurement and Property Management

TABLE OF CONTENTS

General

Purpose.....	1
General.....	1
Plan Activation	2
Persons Authorized to Order Evacuation.....	2
Occupant Emergency Plan Abbreviations	3
Occupant Information	4
Building Profile.....	5

Organizational Responsibilities

Organizational Chart.....	7
Office of Procurement and Property Management	8
USDA Tenant Agencies.....	8
Emergency Response Team.....	8
Designated Official	8
Occupant Emergency Coordinator.....	9
Floor Wardens.....	9
Area Monitors	10
Stairway Monitors.....	10
Command Center	10
Building Occupants.....	11
Medical Assistance	11
Damage Control Team.....	12
Federal Protective Service	12
Guard Post.....	12

Use of Systems During An Emergency

Communications	13
Fire Alarm.....	13
Elevators	13

Evacuation Procedures

General.....	15
Full Evacuation	16
Partial Evacuation	16
Assembly Locations and Roll Call	16
Building Re-Entry.....	16
Fire Drills.....	16
Occupants with Disabilities	17
Assigned Monitors for Persons with Disabilities	17
Fire	18
Bomb Threats.....	19
Bomb Threat Information Sheet	20
Explosions.....	21
Power Failures	22
Terrorist Threats/Hostage Taking.....	23

Civil Disturbances.....	24
Workplace Violence	25
Important Telephone Numbers	
Designated Official	26
Alternate Designated Official	26
Occupant Emergency Coordinator.....	26
GSA Buildings Manager.....	26
Property Manager	26
Command Center Location	26
Alternate Command Center Location	26
USDA Security Officer.....	26
Safety Officer.....	26
Guard Desk - 1 st Floor	27
Fire Department	27
Police Department.....	27
Federal Protective Service	27
Bomb Threat/Disposal	27
Hospitals	27
Hazardous Material.....	27
Utilities.....	28
After Hours/Weekends/Holidays	29
Damage Control Team.....	30
Emergency Response Team -1 st Floor	31
Emergency Response Team - 2 nd Floor	31
Emergency Response Team - 3 rd Floor.....	31
Emergency Response Team - 4 th Floor.....	31
Emergency Response Team - 5 th Floor.....	32
Emergency Response Team - 6 th Floor.....	32
Emergency Response Team – 7 th Floor	32
Emergency Response Team - 8 th Floor.....	32
Floor Plans	
1 st Floor	33
2 nd Floor	34
3 rd Floor.....	35
4 th Floor.....	36
5 th Floor.....	37
6 th Floor.....	38
7 th Floor.....	39
8 th Floor.....	40



General

OCCUPANT EMERGENCY PLAN REPORTERS BUILDING

PURPOSE

The purpose of this Occupant Emergency Plan (OEP) is to provide emergency instructions and procedures to be followed by tenants in the Reporters Building, located at 300 7th Street, SW, Washington, D.C. This plan discusses actions which will be taken by employees in emergencies. ¹All employees in the Reporters Building will become familiar with the plan. The OEP is available electronically at <http://www.usda.gov/da>.

GENERAL

The guidance contained in this plan is general in nature and is designed to develop a state of readiness for all conditions of emergency. It is imperative that each employee knows exactly what to do, when to do it, and where to go in an emergency.

No plan can cover every conceivable contingency. Employees must become familiar with the general provisions of this plan and be able to apply them with common sense under the supervision of their monitor personnel. The basic premise which must be observed is that, in an emergency, each employee must remain calm, follow instructions, in a orderly manner carry out any evacuation which may be directed, and assemble at the designated area.

Fire prevention is an inherent and important part of everyone's job and requires alertness and cooperation from all individuals and agencies in the building. Bomb threats, unlike fire hazards, are not subject to employee control; the presence of an actual explosive device or a warning may be real or fictional and the warning may be anonymous or from an identifiable source. Specific instructions for fire and for handling bomb threats are furnished in this plan.

This plan has been developed for the protection of all government employees and visitors to the Reporters Building and will work efficiently only through strict adherence to the instructions and procedures prescribed herein and through an application of common sense.

¹ Throughout the OEP when the noun "employee" is used as it is in this sentence, it simply means anyone who is in or near the Reporters Building. The foregoing contemplates visitors, invitees, vendors, contractors, and others. It would be awkward to list the synonyms for employee each time.

PLAN ACTIVATION

The decision to activate this plan (i.e. to evacuate the building) is made by the Designated Official or the designated representative based on the best information available and the advice of local or federal officials. When there is an immediate danger to persons, such as fire or imminent explosion, the signal to evacuate the building will be activation of the fire alarm. The fire alarm will be activated by any person with knowledge of the emergency who will report the circumstances to the Occupant Emergency Coordinator.

PERSONS AUTHORIZED TO ORDER EVACUATION

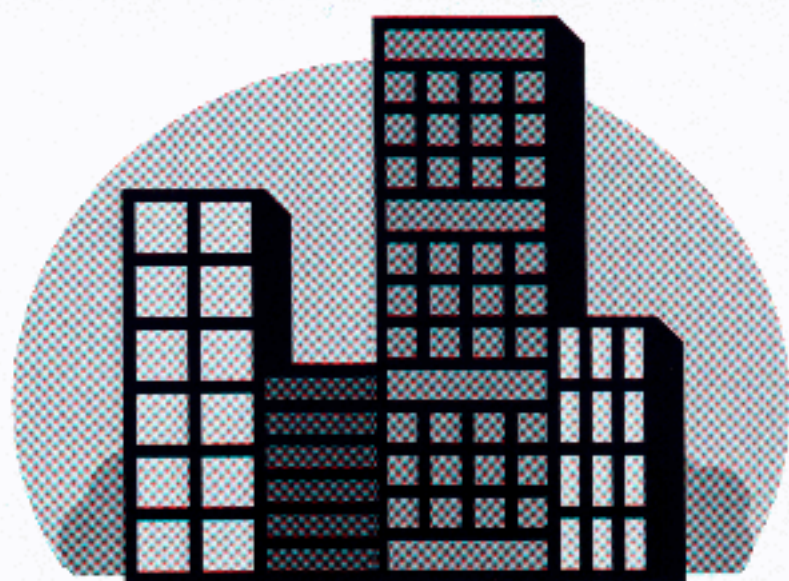
- **Designated Official - *Denise R. Hayes***
or
Alternate - *Edward C. Campbell*
- **Police Department**
- **Fire Department**
- **Federal Protective Service Official**
- **Lessor's Representative**

OCCUPANT EMERGENCY PLAN ABBREVIATIONS

<i>CAP</i>	<i>Coastal America Partnership</i>
<i>CC</i>	<i>Command Center</i>
<i>CR</i>	<i>Civil Rights</i>
<i>DO</i>	<i>Designated Official</i>
<i>FSA</i>	<i>Farm Service Agency</i>
<i>ERT</i>	<i>Emergency Response Team</i>
<i>FPS</i>	<i>Federal Protective Service</i>
<i>GSA</i>	<i>General Services Administration</i>
<i>GCPO</i>	<i>Global Change Program Office</i>
<i>HMMG</i>	<i>Hazardous Materials Management Group</i>
<i>NRCS</i>	<i>Natural Resources Conservation Service</i>
<i>OCE</i>	<i>Office of the Chief Economist</i>
<i>OCIO</i>	<i>Office of the Chief Information Officer</i>
<i>OCS</i>	<i>Office of Cyber Security</i>
<i>OEC</i>	<i>Occupant Emergency Coordinator</i>
<i>OEP</i>	<i>Occupant Emergency Plan</i>
<i>OEPNU</i>	<i>Office of Energy Policy and New Uses</i>
<i>OO</i>	<i>Office of Operations</i>
<i>OPPM</i>	<i>Office of Procurement and Property Management</i>
<i>RD</i>	<i>Rural Development</i>

OCCUPANT INFORMATION

<i>Floor</i>	<i>Tenant Agency</i>	<i>Contact Phone Number</i>
<i>1</i>	<i>GSA</i>	<i>202-401-3718</i>
<i>2</i>	<i>CR</i> <i>OPPM</i> <i>OO (Mailroom)</i> <i>RD</i>	<i>202-720-7314</i> <i>202-720-5972</i> <i>202-720-2668</i> <i>202-690-0719</i>
<i>3</i>	<i>OPPM</i> <i>OCE/OEPNU</i>	<i>202-720-3141</i> <i>202-401-0461</i>
<i>4</i>	<i>CR</i>	<i>202-720-5964</i>
<i>5</i>	<i>CR</i> <i>HMMG</i> <i>OCIO/OCS</i> <i>FSA</i>	<i>202-720-8739</i> <i>202-401-4768</i> <i>202-690-0654</i> <i>202-401-2358</i>
<i>6</i>	<i>CR</i> <i>OCE/GCPO</i> <i>NRCS/CAP</i>	<i>202-401-7640</i> <i>202-720-6698</i> <i>202-401-9928</i>
<i>7</i>	<i>RD</i>	<i>202-692-0010</i>
<i>8</i>	<i>RD</i>	<i>202-692-0207</i>



Organizational Responsibilities

BUILDING PROFILE

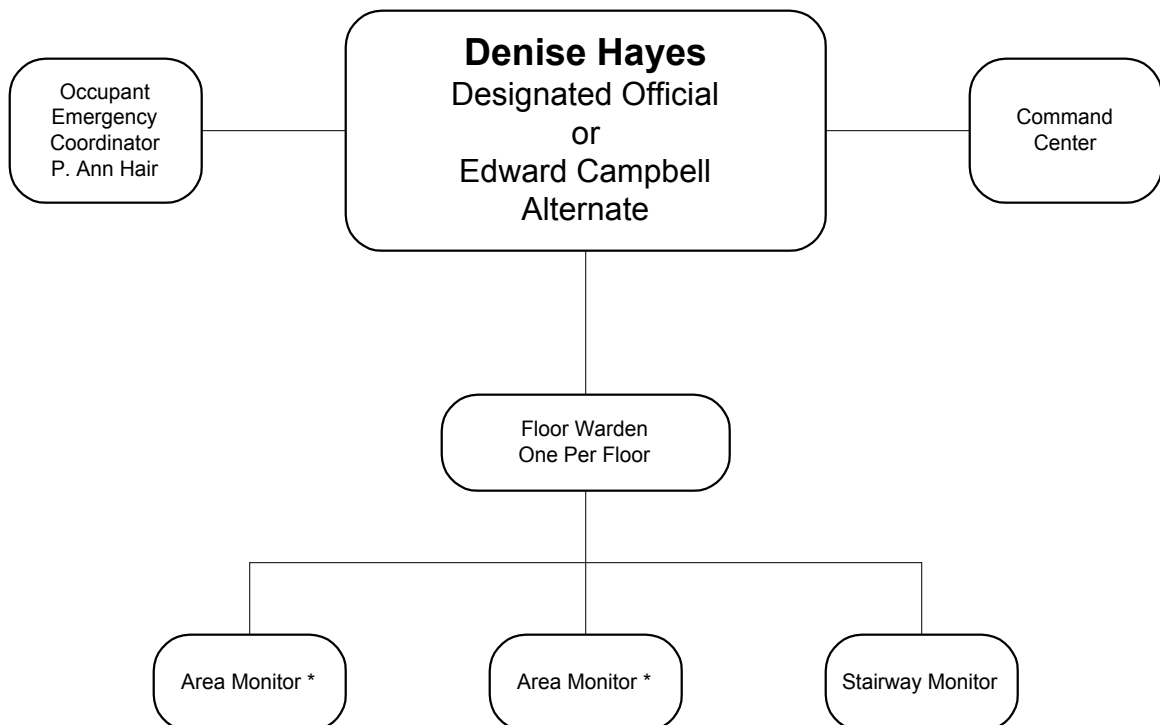
- | | |
|---|---|
| ❑ Building Name | <i>Reporters Building</i> |
| ❑ Address | <i>300 7th Street, S.W.
Washington, D.C. 20024</i> |
| ❑ Year Completed | <i>1964</i> |
| ❑ Number of Floors | <i>8</i> |
| ❑ Basement | <i>2 Floors (G1 and G2) parking
Garage</i> |
| ❑ Gross Area | <i>141,639 square feet (excluding
retail and garage levels 1 and 2)</i> |
| ❑ Government Occupied Floors | <i>All floors</i> |
| ❑ Type of Construction | <i>Concrete</i> |
| ❑ Fire Alarm System and Signals | <i>Audible alarm and strobe lights
activated by a manual system
located in the hallway.</i> |
| ❑ Automatic Sprinkler System | <i>Floors 1 – 8 including penthouse
is a wet system. Garage levels 1
2 is a dry system.</i> |
| ❑ Voice Communication System | <i>FCI 7200 series</i> |
| ❑ Elevator Capture and Recall System | <i>Automatic recall linked to fire
alarms. Fire Department can
override. Key located at first
floor elevator lobby.</i> |
| ❑ Smoke Detector System | <i>Yes</i> |
| ❑ Other Fire Protection Systems | <i>Fire pumps, fire hose standpipe</i> |

BUILDING PROFILE (continued)

- | | |
|---|---|
| <input type="checkbox"/> Standpipe System | <i>Stairway</i> |
| <input type="checkbox"/> Emergency Lighting System | <i>Emergency lights located in all stairway exits and tenant spaces. They will remain lit in case of power failure.</i> |
| <input type="checkbox"/> Security Alarm System | <i>External fire exit doors are alarmed and activated upon opening.</i> |
| <input type="checkbox"/> Power Generators | <i>Yes</i> |
| <input type="checkbox"/> Main Auxiliary Water Valves | <i>Garage Level, G-1</i> |
| <input type="checkbox"/> Main Auxiliary Gas Valves | <i>Garage Level, G-1</i> |
| <input type="checkbox"/> Main Electrical Cut-Off Switch Location | <i>Garage Level, G-1</i> |

EMERGENCY RESPONSE TEAM ORGANIZATIONAL CHART

September 2002



* Floors 2 through 8 are divided in half for monitoring purposes.
Floor plans, beginning on page 33, more fully describe this breakout.

ORGANIZATIONAL RESPONSIBILITIES

Office of Procurement and Property Management (OPPM)

OPPM has the lead in managing emergencies at the Reporters Building. This includes the development of an OEP, as well as providing for adequate staffing and training of the emergency organization. OPPM may enlist the resources of security personnel, contract employees, local police, fire and other authorities, as well as the resources of USDA tenants and the Office of Operations personnel for information, coordination and execution.

USDA Tenant Agencies

USDA Tenant Agencies are responsible for nominating key personnel, as requested by OPPM and as required by the OEP, to positions in the occupant emergency organization. These positions include floor wardens, area monitors, and stairway monitors. Tenant Agencies are also responsible for notifying OPPM when these key positions become vacant. Tenant Agencies have the responsibility for ensuring that employees receive and understand the procedures addressed in the OEP.

Emergency Response Team (ERT)

The ERT is composed of selected Government employees assigned to the Reporters Building. It is headed by a Designated Official (DO), who is assisted principally by an Occupant Emergency Coordinator (OEC). Other assignees to the ERT include Floor Wardens, Area Monitors and Stairway Monitors. *ERT members can be identified by their red baseball caps with the **ERT** imprint.*

- **Designated Official:** The assigned official responsible for developing, implementing and maintaining an OEP. The DO has the following duties:
 - - ❑ Activates Command Center Team.
 - ❑ Maintains overall command responsibility for orderly evacuation of occupants.
 - ❑ Receives ERT reports and determines when the building is completely evacuated.
 - ❑ Orders return of occupants to the building when notified that it is safe.
 - ❑ Ensures adequacy of facilities for evacuation and handling of emergencies, such as exit signs, operability of building safety features, etc.

ORGANIZATIONAL RESPONSIBILITIES (continued)

- ❑ Disseminates emergency procedures to building occupants.
- ❑ Procures and issues appropriate equipment and supplies for Monitors.
- ❑ Informs DO Alternate of any non-availability for emergency duty.

➤ **Occupant Emergency Coordinator:** Provides support in conducting emergency operations required by this plan. The OEC has the following responsibilities:

- ❑ Ensures that the basic provisions of the OEP are disseminated to all employees assigned to the Reporters Building.
- ❑ Ensures that selected qualified ERT and emergency service personnel are familiar with their duties and arrange necessary drills, in coordination with the GSA Buildings Manager.
- ❑ Conducts periodic inspections and reviews in the Reporters Building.
- ❑ Notifies responding firefighters of the location of any persons with disabilities during a building evacuation.
- ❑ Ensures that vacancies in the ERT are filled as they occur. Provides training to new members.
- ❑ Supervises the ERT, assesses possible emergency situations and formulates plans for dealing with them, schedules and conducts evacuation drills and training exercises, and informs building security when evacuation takes place.
- ❑ Reports to the Command Center during emergencies.

➤ **Floor Wardens:** The designated person on each floor of the building, reporting directly to the OEC. Floor wardens have the following responsibilities:

- ❑ Report to the OEC for the planning and execution of the Plan.
- ❑ Supervise and coordinate the evacuation procedures with monitor personnel assigned to their floor.
- ❑ Instruct employees in evacuation procedures and routes to be followed.
- ❑ Maintain communications with Command Center during emergency; provide progress reports on evacuation.
- ❑ Maintain lists of personnel with disabilities who require assistance in evacuation. Responsible for providing the list of personnel with disabilities to the OEC. In an emergency, stay with the employee until instructions are received from the Command Center as to whether the elevators may be used to evacuate, or if evacuation is necessary.
- ❑ Verify that occupants of all rooms in area have been evacuated. Inform Command Center that evacuation is complete.

ORGANIZATIONAL RESPONSIBILITIES (continued)

- ☐ Assist all Monitors in exit control and moving occupants to assembly point. Personnel are to remain in the area designated until the “all clear” is sounded to return to the building.
 - ☐ Inspect signs and evacuation routes, periodically. Establish new routes as necessary, and disseminate this information in a timely manner to employees.
- **Area Monitors:** Assist the Floor Warden in training and evacuating employees as required. Area Monitors have the following responsibilities:
- ☐ Conduct evacuations, including a check of all rooms and make announcements about partial or total evacuations.
 - ☐ Record name and room number of anyone who refuses to evacuate.
 - ☐ Notify Command Center of location of any employees with disabilities that are unable to evacuate.
 - ☐ Verify that section has been evacuated. Report to Floor Warden and exit the building.
 - ☐ After emergency, prepare a report and submit to the OEC.
- **Stairway Monitors:** Persons designated by Floor Warden to assist with evacuation in the stairways. Stairway Monitors will:
- ☐ Activate fire alarm (if not already done).
 - ☐ Open assigned stairway door upon sounding of the alarm. Keep doors open and clear. If unsafe, direct occupants to alternate stairway.
 - ☐ Close stairway doors when notified by area monitors that floor has been evacuated, then, exit the building.

Command Center

In the event of evacuation, the Command Center will be established on the 1st floor lobby of the building. This will be the location for management of all emergency operations in the Reporters Building. If the lobby is untenable, due to the emergency, the Command Center location will be determined by the DO. Not all emergencies will require full building evacuation. If the emergency does not require evacuation or the evacuation is only partial, the Command Center will be set-up in the DO's office. Monitor personnel will assemble at the Command Center after securing and evacuating their areas. They will stand by to receive any available information about either returning to the building or further action to be taken.

ORGANIZATIONAL RESPONSIBILITIES (continued)

Building Occupants

Building occupants are any federal or contract employee whose place of duty is the Reporters Building and have specific responsibilities in the event of an emergency that are listed below:

- ❑ Become familiar with the ERT members on their floor.
- ❑ Notify officials of any suspicious activities.
- ❑ Know the locations of fire alarm boxes and fire extinguishers, how/when to use them and the procedures to follow when the alarm is sounded.
- ❑ Know evacuation routes, exits, and assembly area(s).
- ❑ Use the stairs. Do not use elevators.
- ❑ **Immediately evacuate through the nearest exit when the building alarm is activated. Under no circumstances are unauthorized occupants to remain in the building when the alarm has been sounded.**
- ❑ Secure working area prior to leaving the building.
- ❑ Take only personal belongings and clothing necessary to protect oneself from the weather.
- ❑ Remain in assembly area until otherwise advised, following all instructions given by Monitors.

Medical Assistance

There are no medical facilities in the Reporters Building. Anyone in the building requiring medical attention should either dial 911 or proceed to one of the following hospitals:

- ❑ George Washington University Hospital
900 23rd Street, NW
202-994-1000
- ❑ Howard University Hospital
2041 Georgia Avenue, NW
202-865-6100
- ❑ Washington Hospital Center
110 Irving Street, NW
202-877-7000

ORGANIZATIONAL RESPONSIBILITIES (continued)

Damage Control Team

The Damage Control Team consists of the Property Manager, GSA Buildings Manager and other people familiar with the facility's construction, equipment and overall operating systems. Team members report to the Damage Control Coordinator (Property Manager or other representative). The Property Manager maintains direct communications with the Command Center located in the lobby or alternate site. Generally, their job is to control dangerous conditions until further help arrives, or to assess potential or real damage. Duties may include, but not limited to the following:

- ❑ Advise and assist in initiating fire suppression or confinement.
- ❑ Assist emergency response personnel.
- ❑ Disconnect utilities or equipment, as appropriate.
- ❑ Make emergency repairs, as appropriate.

Security Officials

The following Security Officials provide specialized support for the ERT and will be contacted by the ERT in the event of an emergency.

➤ Federal Protective Service

- ❑ Provides advice and assistance, as necessary to the Command Team.
- ❑ Assists in controlling building population during evacuation and subsequent re-entry to the building.
- ❑ Provides traffic control.

➤ Guard Post

- ❑ Controls entrances and exits, as necessary.
- ❑ Reports developments to the Command Center.
- ❑ Provides assistance to the Command Center.
- ❑ Other duties in accordance with the GSA contract specifications.



Use of Systems During An Emergency

USE OF SYSTEMS DURING AN EMERGENCY

Communications

In the event telephones are operable during the emergency, they will be used as much as possible to provide for emergency communication requirements.

- The OEC will develop a system of contacting all members of the emergency organization and maintain an updated list of telephone numbers for these persons.
- Should the telephone be inoperable, then, the OEC will utilize, as messengers, any available employee in the building.

Fire Alarm

The fire alarm system in the Reporters Building consists of an audible alarm, strobe lights and a public address system.

- Notification sounds continuously on every floor when activated from any box in the building or when activated by the sprinkler system.
 - ❑ **At the sound of the alarm, all Monitors will assume their prescribed duties.**
 - ❑ ***The fire alarm will initially sound on the floors where the alarm is initiated, the floors immediately above and below, the stairways and the elevators.***
 - ❑ If the Fire Department determines that a more extensive emergency exists, the rest of the building will be notified by fire alarm to evacuate.

Elevators

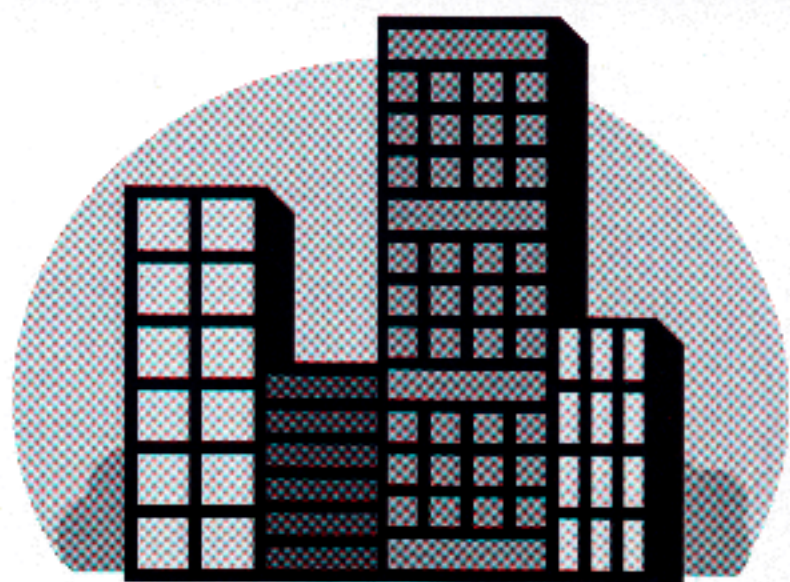
Occupants of the Reporters Building should not use elevators during an emergency. The Command Center will determine if elevators can be used to evacuate disabled occupants who are unable to use the stairways.

- In the event of an emergency, the following procedures will be conducted:
 - ❑ Floor Warden/Area Monitors will check the elevators on their respective floors for trapped passengers.
 - ❑ Standby for instructions from the Command Center and/or D.C. Fire Department to assist persons with disabilities.

USE OF SYSTEMS DURING AN EMERGENCY

Elevators (continued)

- ❑ Monitors will advise any trapped passengers to remain in the car away from the doors and await assistance.
- ❑ Trapped passengers should make use of the emergency telephone located in each elevator cab.
- ❑ **Passengers should not, under any circumstances, attempt to force open elevator doors. Any attempt to force open an elevator door and/or exit the car may result in either serious injury or death.**



Evacuation Procedures

EVACUATION PROCEDURES

As previously stated, no plan can cover every conceivable contingency; however, situations such as bombs, bomb threats, hostage situations, workplace violence, demonstrations, and hazardous weather conditions may result in the need to fully or partially evacuate the Reporters Building. The ERT and building occupants must be alert to the unique circumstances of each emergency, and be ready to take action or follow instructions as the situation warrants.

IN GENERAL:

- **Employees are prohibited from removing their automobiles from the basement parking garage during an evacuation.**
- **At no time prior to re-entry authorization will employees be allowed to return to their work areas to secure car keys, items of clothing, personal material, etc.** Although this ruling may be an inconvenience to some employees, during an emergency, the safety of the individual employee is paramount.
- **All persons assigned to the ERT should be prepared to assume any responsibility that appears to be unattended.**
- **When the fire alarm is activated:**
 - ❑ The ERT will take immediate action in coordinating the complete evacuation of the building, and,
 - ❑ Occupants are to leave the building in a swift and safe manner, using stairways and exits, as directed. **Do not use elevators.**
- **If the fire alarm has not been activated:**
 - ❑ The Command Center is to deal with each emergency on a case-by-case basis, and direct a partial evacuation or take appropriate steps.
 - ❑ Occupants are to follow the instructions of the ERT members for partial evacuation of the building or in taking other action as appropriate.
 - ❑ Upon leaving the building, individuals should report to **assembly points developed by their managers**. *Roll call* will be taken by USDA Managers and results will be passed on to the Command Center.

EVACUATION PROCEDURES (continued)

Full Evacuation

The primary method of activating a full evacuation is the fire alarm system (bells and strobe light) that has been installed in the building. *The fire alarm system is activated by pulling down the red handle of the station usually located by each stairway on each floor and other locations.*

Partial Evacuation

Depending on the nature of a non-fire emergency, it may be appropriate to have a partial evacuation of the building. The DO, or one of the other officials, is responsible for making a determination on ordering an evacuation.

Partial evacuations may require occupants to leave the building, or go to another floor in the building that has been determined. Occupants are to follow directions issued by their Floor Warden or any other Occupant Emergency official.

Assembly Locations and Roll Call

In the event of an emergency, timely information is of paramount importance. Specifically, an accounting for every building occupant is required. Employees of each division or office should group together in order for supervisory personnel to determine if everyone has evacuated the building.

Building Re-Entry

When it is safe for evacuated occupants to return to the building, the DO will direct the OEC and other members of the ERT to make an announcement for occupants to re-enter the building. If the building cannot be safely re-entered, additional instructions will be issued for all persons at that time.

Fire Drills

Fire drills are scheduled to take place, at least, once a year. Additional drills maybe scheduled at the option of the DO. All fire drills must be coordinated through the USDA Security Office. The FPS must also be contacted prior to conducting the fire drill.

Evacuation Procedures – Occupants with Disabilities

Employees with disabilities unable to exit the building unassisted, should give their name, office location and type of disability to their supervisor for submission to the ERT. Once the nature of the disability is understood, the ERT will be responsible for formulating a strategy for assisting occupants to safety. Special provisions have been made to safely evacuate persons with mobility impairments. Monitors will be assigned to assist persons with disabilities in either building evacuation or relocation to an evacuation site until help arrives.

Persons with disabilities requiring **major assistance** must stay at the evacuation site to await evacuation by trained rescue personnel. As soon as trained rescue personnel arrive at the building, they will be provided with information regarding the location of those requiring assistance.

Please note that during an evacuation drill, occupants with disabilities who require major assistance will not be evacuated. Occupants with disabilities must not attempt to use the stairway during an evacuation drill or during a real emergency *without the aid of an assigned monitor.*

Assigned Monitors for Persons with Disabilities: An able-bodied person will be given the responsibility to aid a person with a minor disability in the event of a drill or actual emergency. In a drill, the persons with disability requiring major assistance will not evacuate the building. In an emergency, the Assigned Monitor will:

- ❑ Determine the location of the assigned person.
- ❑ Exit the building with the employee and remain with them until the “all clear” signal has been given, or further instructions are received.
- ❑ Escort the employee to a safe designated area, if the employee is unable to exit the building safely. Inform the Stairway Monitor and Floor Warden if additional assistance is needed.
- ❑ Remain with the person until further help arrives or other information is received about the emergency.
- ❑ When stairway traffic ends, the Monitor will assist employees with a major disability onto the stairway landings and close the stairway door. The stairways are fire rated and pressurized, and will provide a safe area to wait for trained rescue personnel.

Evacuation Procedures - Fire

Although all reasonable steps have been taken to minimize the risk of fire, it remains a threat to the occupants of the Reporters Building. Employees must be alert to the possibility of a fire and be prepared to take the following actions:

- ❑ Upon discovering a fire in the Reporters Building, pull the nearest manual alarm and notify a supervisor, a fellow employee or Floor Monitor of its location and begin evacuating the area. Remember, *the major cause of death in a fire is by smoke or toxic gas inhalation*. Most modern furnishings emit toxic gases when on fire. Take every action to avoid smoke.
- ❑ If the situation allows, try to extinguish the fire with a portable extinguisher. **Report All Extinguished Fires to the DO immediately.**
- ❑ Once the order to evacuate has been given, **occupants must leave the building immediately.** Do not use elevators. During the evacuation, employees must not stop and discuss the situation or wait for friends or coworkers, but should exit the building as quickly as possible. At the same time, personnel should not crowd the exit doors. The entire evacuation process will be much quicker and more successful if everyone remains calm, and concentrates on leaving the building.
- ❑ Once outside, proceed to the assigned assembly area, as designated by your managers, for roll call.

Evacuation Procedures - Bomb Threats

Should an employee receive a bomb threat over the telephone, the following actions should be taken:

- Remain calm, keeping the caller on the line as long as possible.
- Ask for the location and possible detonation time of the bomb, if the caller does not volunteer this information.
- At the same time as receiving the call, try to get another employee to notify the Federal Protective Service (FPS) at **202-708-1111**. Likewise, notify local authorities by calling **911**.
- Using the Bomb Threat Report, the individual will write down the message given by the caller, word-for-word, if possible; listen closely to the voice for quality, accent or speech impediment, and whether it is male or female. A blank Bomb Threat Report is included in this OEP.
- Employees should make an immediate survey of their work area to look for unusual objects. Should such an object be found and there is any reason to believe that a package or other item might, in fact, contain explosives, employees will not attempt to examine or handle it. Instead, the employee will warn all people in the vicinity of possible danger, and alert emergency response officials upon arrival to the building.
- Immediately notify supervisor and the DO, who has the responsibility to order the evacuation of the building. The method of evacuation will be determined by the DO, and higher officials, as the situation requires. If an evacuation is ordered for a bomb threat, employees should meet at their respective assembly locations and await further direction from responding emergency personnel.

BOMB THREAT INFORMATION SHEET

Time of call _____ Time caller hung up _____

Exact words of caller _____

Attempt to obtain the following information:

WHEN is the device to detonate? _____
WHERE is the device now? _____
WHAT does it look like? _____
WHY did you plant the device? _____
ARE you with an organization? _____

Voice Characteristics (circle)

Male	Female	Young
Old	Tone	Accent

Was the voice familiar? Yes ___ No ___ If yes, who did it sound like?

Background noise:

Music _____	Rattle of dishes _____
Machines _____	Other people _____
Telephones _____	Other _____

REMARKS:

Name of person receiving call

Phone/Room Number

Report the call immediately to the FPS at 202-708-1111 (24 Hours).

Evacuation Procedures - Explosions

In the event of explosion:

- Employees in the vicinity will take cover under desks or tables for protection from flying glass and debris.
- The fire alarm system will be activated by a person near the manual pull station. Immediately call the DO, who will, in turn, contact the Police and Fire Department by dialing **911**, and the GSA, FPS Command Center at **202-708-1111**.
- The DO and the Buildings Manager will discuss the situation, the location, and the intensity of the explosion, details of any casualties, and apparent extent of damage or destruction.
- Occupants of the Reporters Building, trained in the administration of first-aid, will be requested by the ERT to render any necessary assistance pending the arrival of trained emergency medical professionals.
- Once the effects of the explosion subside, and after consultation with other officials, the DO will decide whether a partial or complete evacuation is necessary.

Evacuation Procedures - Power Failures

In the event of a power failure:

- Employees should remain in their offices and open the blinds to admit more outside light. Appliances or machinery, which had been in operation, should be turned off in order to reduce an electric surge that may occur when the power is ultimately restored.
- The emergency lights in the stairway will come on. They are on a separate circuit powered by an auxiliary generator and are designed to operate in the event of a power failure. This will enable safe passage on the stairs, if evacuation is necessary.
- Occupants trapped in elevators should press the alarm button to indicate their presence. In addition, they should pick up the telephone located in the elevator cab and call for assistance. The Floor Wardens are to immediately contact the Buildings Manager to provide assistance to those occupants trapped in the elevator.

Evacuation Procedures - Terrorist Threats/ Hostage Taking

Politically motivated or deranged individuals may use a number of methods to express a point, attract attention or seek revenge. Because of the prominence of the Washington, D. C. area in world affairs, it is particularly susceptible to terrorist threats from both domestic and foreign groups.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is difficult to provide instructions on what an individual should do if they experience a terrorist incident. However, a few general instructions are as follows:

- Do not panic.
- Follow all instructions of law enforcement personnel.
- If taken hostage, remain calm and follow the instructions of the perpetrator. Remember, in a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker apprehended.

Evacuation Procedures - Civil Disturbances

The many possible forms of civil disorder do not lend themselves to a concrete Occupant Emergency Plan. However, there are certain steps that should be taken by employees:

- Avoid contact and confrontations with the demonstrators.
- Be ready at any time to present your USDA identification pass to security guards, law enforcement officers or USDA officials.
- If you are unable to gain entrance to the building, seek a location away from the demonstration site. Call your office and obtain further instructions.
- Follow all instructions given by law enforcement and USDA officials.

Certain steps may also be taken by the DO and the OEC to insure the safety of the occupants in the Reporters Building:

- Depending on the nature of the anticipated disorder, the DO may require employees to report for duty at odd hours, or authorize administrative leave.
- In coordination with the Buildings Manager, the guard force, and FPS, the main entrance to the building may be secured and entrance forbidden to anyone who cannot prove that he or she is a bona-fide employee working in the building.
- Request extra guards and police dog patrols in and around the building.
- In the event of a civil disorder threat, the DO and the OEC will keep in touch with the Floor Monitors and pass instructions to floor employees.



Workplace Violence

WORKPLACE VIOLENCE

Violent incidents in the workplace are relatively rare, but they do occur and lives can be lost. Workplace violence can take many forms. Examples include intimidating behavior, suicide threats, injury or the threat of injury to property and/or persons, fistfights, shootings, stabbings, sexual assaults, or unauthorized use of deadly weapons and explosives.

Violent behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

All threats of violence demonstrated by anyone on the premises of the Reporters Building, should be reported promptly to:

- Immediate supervisor.
- Security guard's desk: 202-401-2903 or 202-401-2907.
- Federal Protective Service (GSA): 202-708-1111



Important Telephone Numbers

KEY PERSONNEL TELEPHONE NUMBERS

- ❑ **Designated Official**

Denise R. Hayes
Reporters Building
202-720-3141 or 202-720-7283
or 202-607-6069 (Mobile)
- ❑ **Alternate Designated Official**

Edward C. Campbell
Reporters Building
202-720-2371
- ❑ **Occupant Emergency Coordinator**

P. Ann Hair
Reporters Building
202-720-2994
- ❑ **GSA Buildings Manager**

Paul Deahl
301 7th Street, SW, Room 2670
202-205-3495
- ❑ **Property Manager**

Juanique Harris
Trammell Crow Real Estate
Services, Inc.
202-295-3454
- ❑ **Command Center Location**

1st Floor Lobby, Reporters
Building
202-401-2093 or 202-401-2907
- ❑ **Alternate Command Center Location**

GSA, National Capital Region
301 7th Street, SW, Room G-217
202-708-6828
- ❑ **USDA Security Officer**

Carlton Tucker
Office of Operations
202-720-8541
- ❑ **Safety Officer**

Joe Collinson
Office of Operations
202-720-6270

KEY PERSONNEL TELEPHONE NUMBERS (continued)

- ❑ **Guard Desk – 1st Floor** *202-401-2903 or 202-401-2907
(24 hours/7 days)*
- ❑ **Fire Department** *D. C. Fire Department – 911*
- ❑ **Police Department** *D.C Metropolitan Police
Department - 911*
- ❑ **Federal Protective Service** *202-708-1111*
- ❑ **Bomb Threat/Disposal** *D.C. Metropolitan Police
Department - 911*
- ❑ **Hospitals**
*George Washington University
Hospital
900 23rd Street, NW
202-994-1000*
*Howard University Hospital
2041 Georgia Avenue, NW
202-865-6100*
*Washington Hospital Center
110 Irving Street, NW
202-877-7000*
- ❑ **Hazardous Material Information** *CHEMTREC
1-800-424-9300*

KEY PERSONNEL TELEPHONE NUMBERS (continued)

□ Utilities

PEPCO (Electric)
202-933-7500

Water and Sewer Authority
202-612-3400

Washington Gas
703-750-1000

Verizon (Telephone)
202-954-6263

AFTER HOURS/WEEKENDS/HOLIDAYS

In case of an emergency, after hours/weekends/holidays, contact the appropriate emergency office(s) listed below, **and** one of the members at the Command Center.

- ❑ **Designated Official**
Denise R. Hayes
703-443-2045
202-607-6069 (Mobile)
- ❑ **Alternate**
Edward C. Campbell
202-488-2870
- ❑ **Occupant Emergency Coordinator**
P. Ann Hair
202-387-3987
- ❑ **USDA Security Office**
Carlton Tucker
202-494-9514

Reginald Bryant
703-857-0746

Ken Lescallett
202-597-6920
- ❑ **Property Management**
Trammell Crow
202-337-1025
(Hot Line, 24 Hours)
- ❑ **Federal Protective Service**
Regional Communications Center
202-708-1111 (24 Hours)
- ❑ **General Services Administration**
Paul Deahl
703-670-8081

DAMAGE CONTROL TEAM

- ❑ **GSA Building Manager** *Paul Deahl*
202-205-3495
- ❑ **Property Manager** *Juanique Harris*
202-295-3454
- ❑ **Chief Engineer** *Rick McKee*
202-554-4411
- ❑ **Building Engineer** *Mike Andrade*
202-554-4411
- ❑ **USDA Security Officer** *Carlton Tucker*
202-720-8541
- ❑ **USDA Safety Officer** *Joe Collinson*
202-720-6270

EMERGENCY RESPONSE TEAM

1st FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Joe Reale 202-690-0230	Frank Bowen 202-401-1716		Richard Holmon 202-720-3901

2nd FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Norm Brown 202-260-6025	Nate Carter 202-260-5938	Randy Gibson 202-401-7416	Sharon Colbert 202-260-5952

3rd FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Joseph Daragan 202-720-5729	Hosein Shapouri 202-401-0531	Linda Persons 202-720-7529	Mark Stratton 202-720-3671

4th FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Stephanie Paden 202-720-3711	Tina Balbi 202-720-9864	Justin Rhee 202-720-7410	Wai Ping Chan 202-720-8614

EMERGENCY RESPONSE TEAM

5th FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Debbie Reynolds 202-401-4768	Casimir Bruce 202-720-5572	Blake Velde 202-205-0906	Nossie Cunningham 202-401-5282

6th FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Paula Graham 202-690-3603	Beverly Harris 202-690-4416	Michael Harrison 202-690-4061	George Rodgers 202-720-3670

7th FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Judy Steer 202-692-0012	Jeanne Jacobs 202-690-0040	Bill Smith 202-692-022	Trojanna Wilcher 202-690-0169

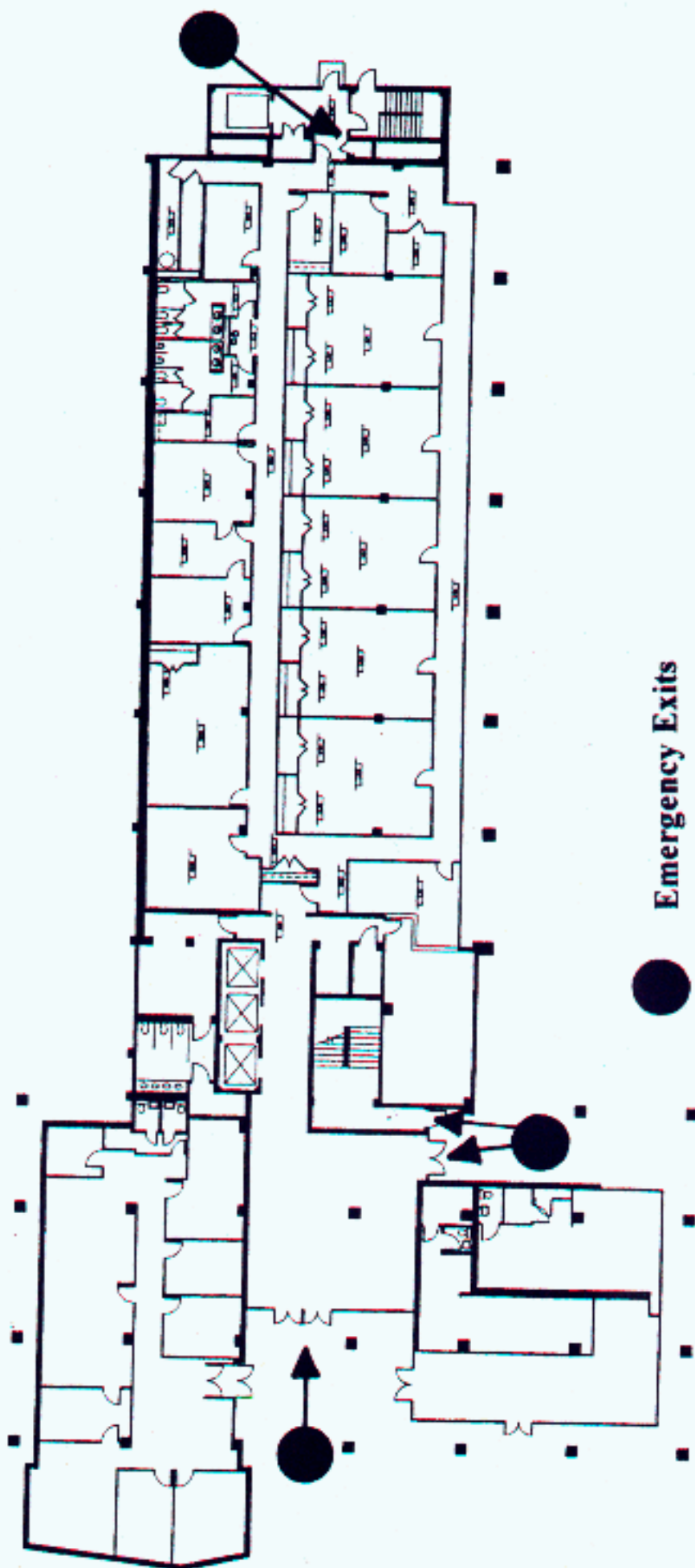
8th FLOOR

<i>Floor Warden</i>	<i>Area Monitor 1</i>	<i>Area Monitor 2</i>	<i>Stairway Monitor</i>
Deborah Fletcher 202-692-0114	Walter Wright 202-690-0089	Harold Hoiberg 202-692-0155	Leroy Jones 202-692-0082



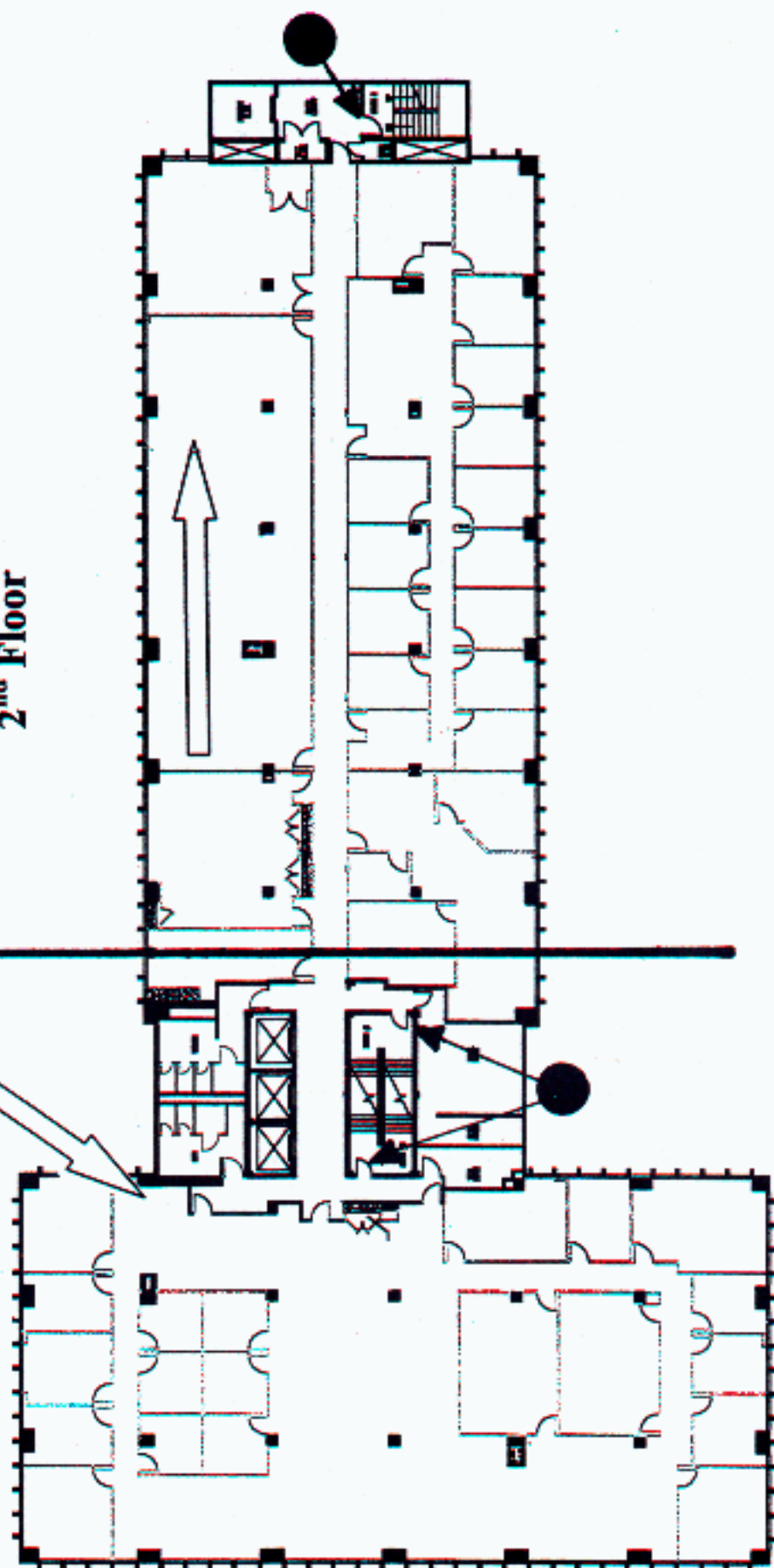
Floor Plans

Reporters Building 1st Floor

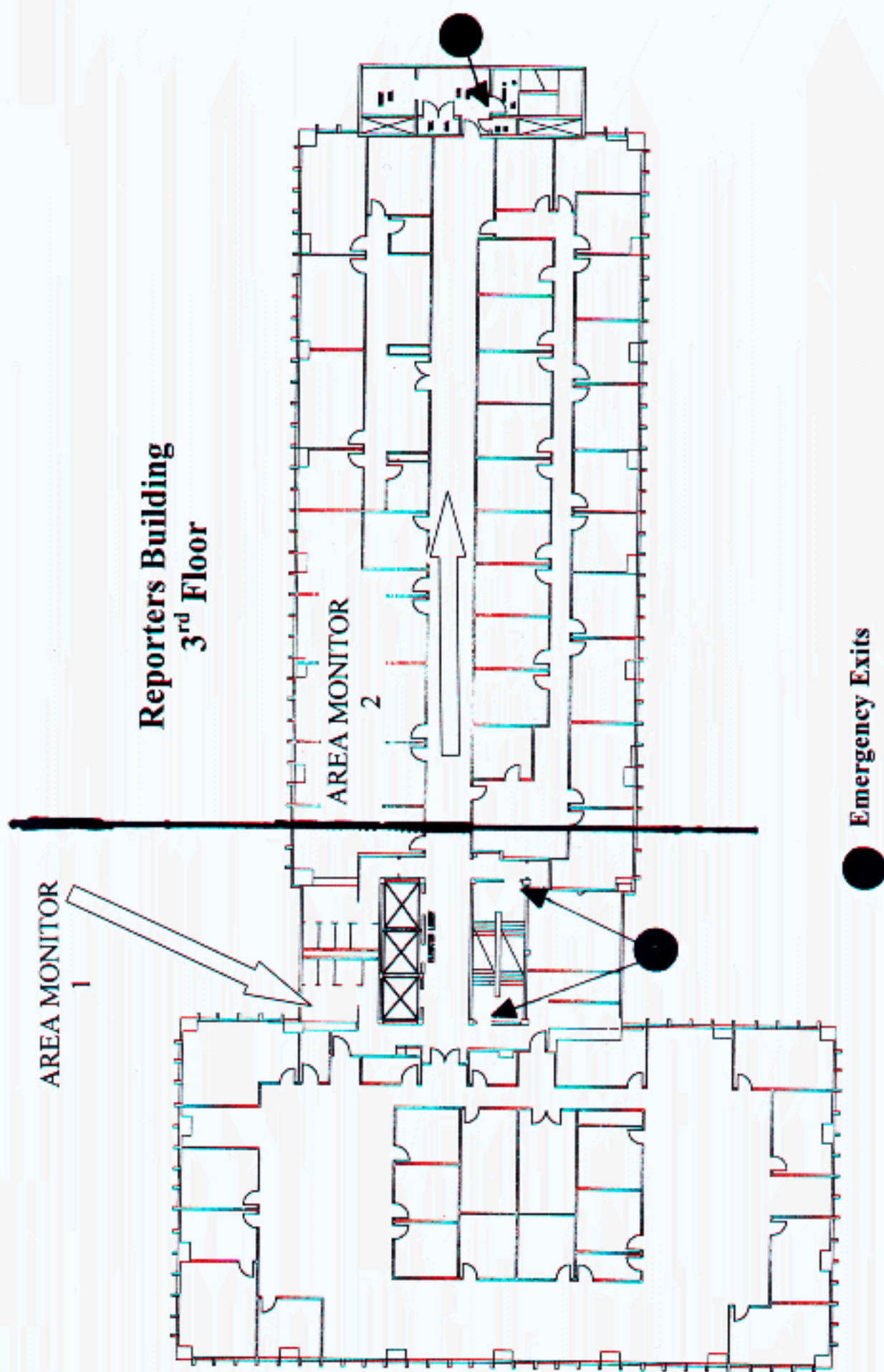


AREA MONITOR
1

Reporters Building 2nd Floor



● Emergency Exits



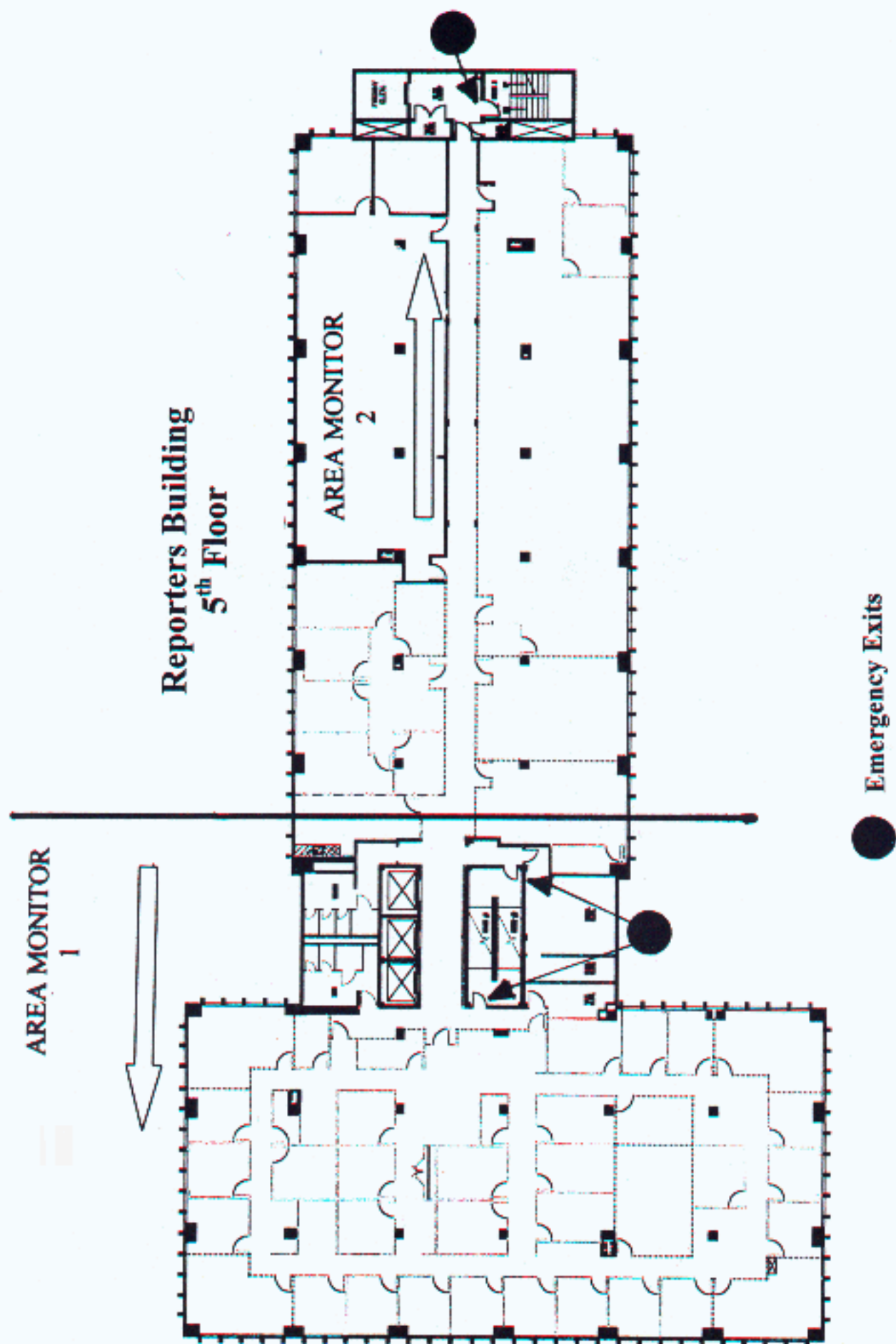
AREA MONITOR
1



Reporters Building 4th Floor

AREA MONITOR
2

● Emergency Exits

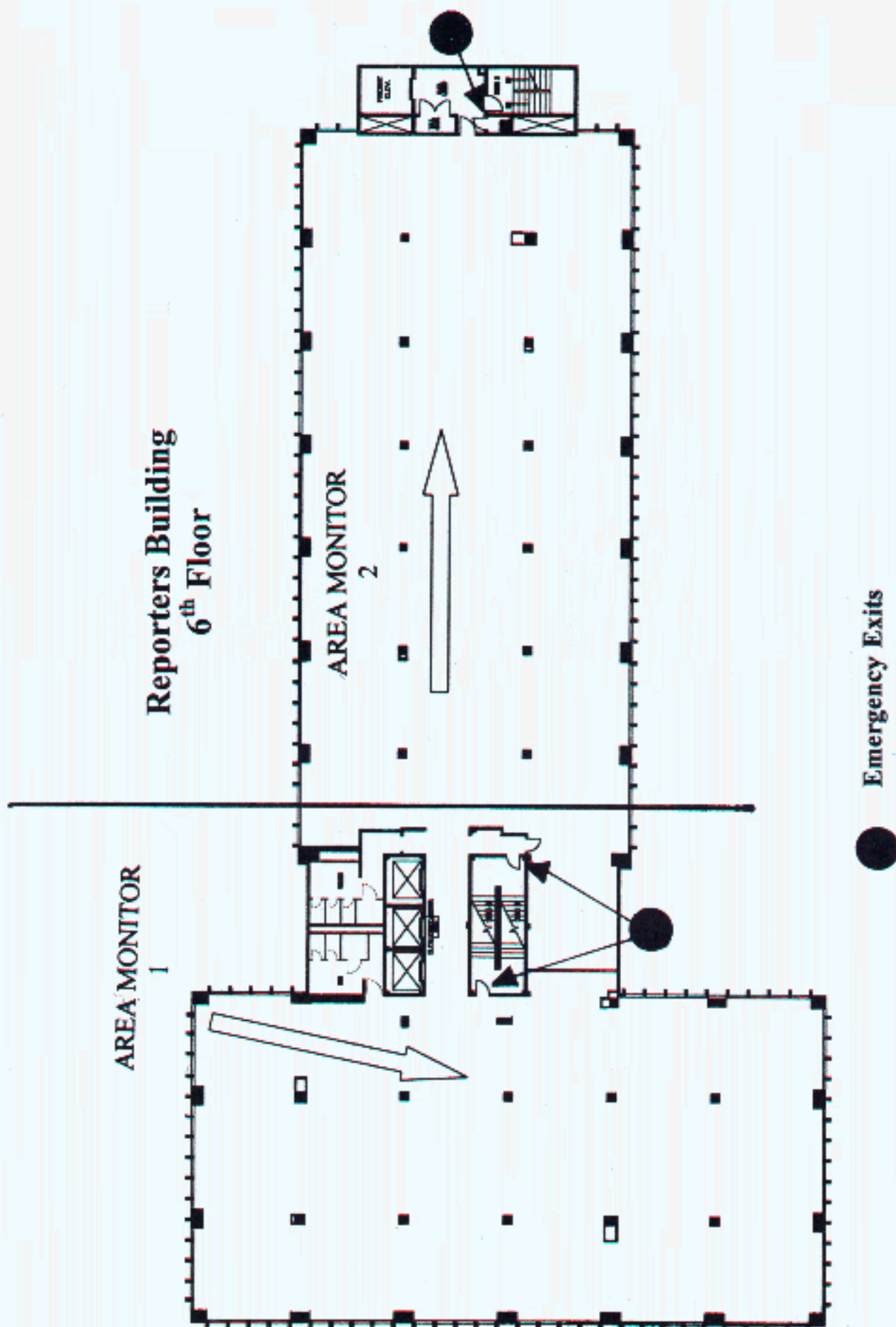


Reporters Building 6th Floor

AREA MONITOR
1

AREA MONITOR
2

Emergency Exits

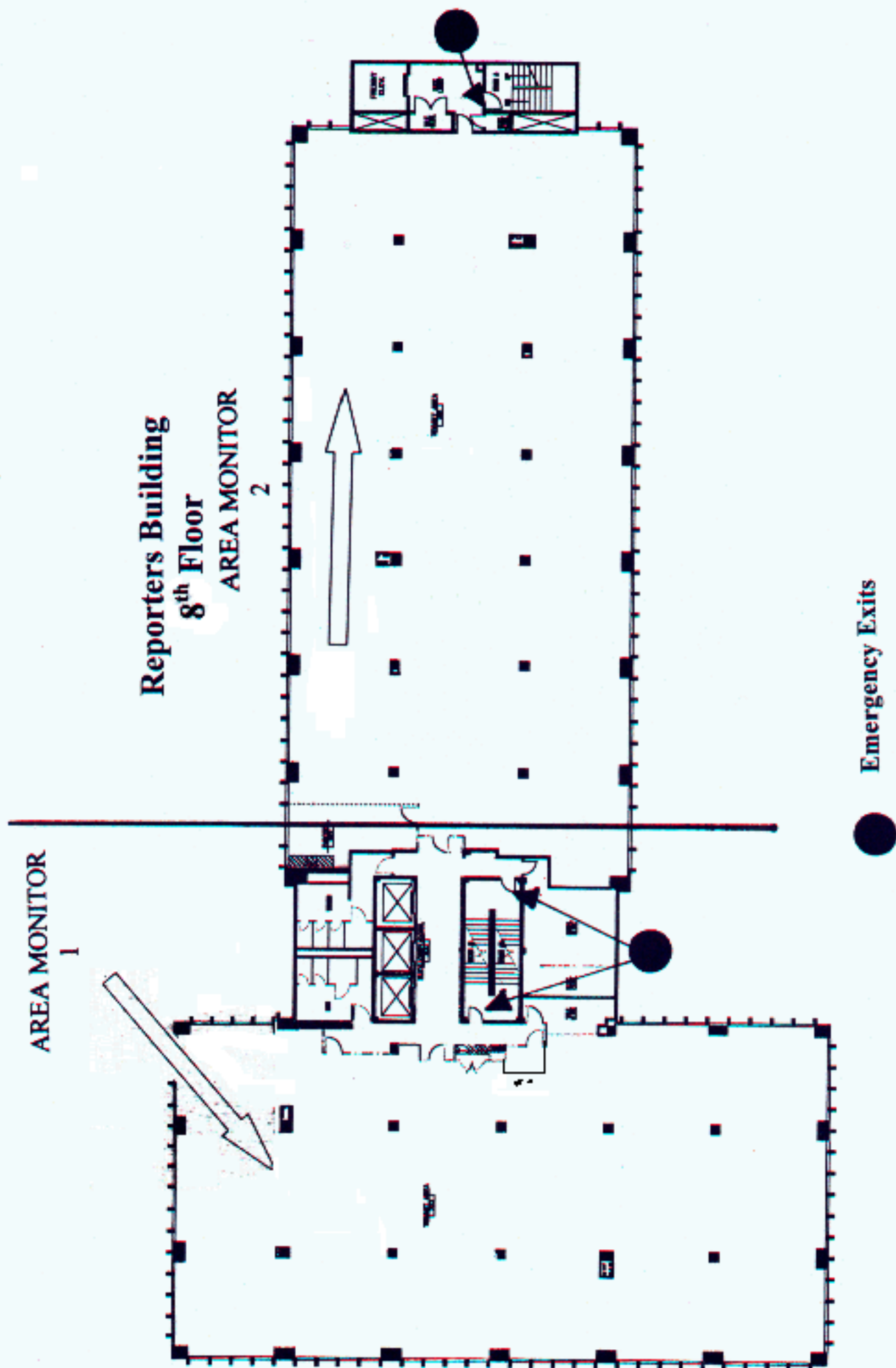


Reporters Building 7th Floor

AREA MONITOR
2

AREA MONITOR
1

Emergency Exits





UNITED STATES DEPARTMENT OF
AGRICULTURE